



## **ADOPT A BENCH AND TREE POLICY**

Town of Truro  
Parks, Recreation & Culture  
40 Douglas Street  
Truro, NS B2N 2E7  
(902) 893-6078  
[www.truro.ca](http://www.truro.ca)

1. POLICY

The Purpose of the Adopt a Bench and Tree Donation Program is to recognize and assist Donor's plans to honor and/or celebrate family, friends, community or events. This policy establishes funding requirements and standards for all bench and tree donations.

2. PROCEDURES

This policy establishes the procedures for interested parties to request the adoption of a bench or tree on Town owned property. It also includes information related to the purchase, installation/planting, and maintenance for benches and trees.

The procedure for requesting a bench or tree is as follows:

- Inquires to adopt a bench or tree shall be directed to the Town of Truro Parks, Recreation & Culture Department: 40 Douglas Street, Truro NS; 902-893-6078.
- All requests shall be made by completing the Adopt a Bench and Tree Application
- In addition to the form, the applicants shall make payment that is acceptable by the Town in an amount set by the Town of Truro. Once the bench or tree location has been approved by the Director of Parks, Recreation & Culture:
  - The Town will purchase / manufacture / and/or install the bench plaque or plant the tree.

3. ADMINISTRATION OF POLICY AND PROGRAM

- The Director of Parks, Recreation & Culture or his/her designate shall ensure compliance with this policy/service.
- The Director of Parks, Recreation & Culture or his/her designate shall implement this policy.

4. PLAQUE & TEXT

- A plaque on a bench is a form of remembrance, a celebration, or to honour others' personal and professional contribution to the community.
- Administrative staff in charge of the program and the applicant will agree on the text content and both shall sign off on the final proof. There is a 15 word limit.
- Administrative staff will determine the standard font type and background colour that adheres to accessibility requirements.
- The Town will use a standard plaque (4"x 6") in order to promote consistency in costs, size, type, and mounting. Placement of the plaque will be consistent and pre-set based on the bench form placement.
- Pictures are not permitted on benches or around trees. Existing commemorative benches will be grandfathered, and pictures will remain until replacement is required.

5. FEES

- The adopt a bench fee is \$350.00 dollars. This includes a bench and the plaque.
  - Wooden bench with concrete footings (to be installed by Town of Truro staff).
- The adopt a tree commemoration fee is determined on size and availability of an appropriate tree species. Plaques are not available for Trees.

6. LOCATION

- Town of Truro has many parks, green spaces and facilities available to adopt Benches and trees where they will be maintained. Not all park areas are suitable for dedicated planting or bench location. The Town reserves the right to determine and limit the locations of the bench or tree.

7. INSTALLATION

- Planting of trees will be determined by the Town of Truro in consultation with the donor based on species and season. Tree(s) will be planted by Town of Truro staff to the Town's standards and specifications.
- Plaques can be installed throughout the year.
- Bench replacements will be installed by Town of Truro staff in the months of June through November to avoid frost conditions.

8. MAINTENANCE AND REPLACEMENT

- The Town of Truro shall provide normal maintenance of the bench or tree and its surrounds during its useful life. Normal maintenance generally includes mowing, raking, pruning, mulching and general cleaning of the grounds around the benches and trees as well as some minor repairs.
- The Town is not responsible for replacement of damaged or stolen benches. The Town reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the applicant's expense.
- In the event that an adopted tree should die, become diseased, the Town of Truro will replace the tree with a landscape size tree of the same species (if available) for a period of one (1) year after the date of installation.
- All adopted benches and trees placed on Town owned property become the property of the Town at the time of installation. The leaving of articles, flowers, notes/letters etc. or decorating the bench in any manner is not permitted. Any articles left at any bench site will be removed by Town staff.